



J O B D E S C R I P T I O N

POSITION: **VOICE INSTRUCTOR (AS III)**

WAGE: **\$10.68 - \$11.21 - \$11.77 - \$12.36 - \$12.98 - \$13.63 - \$14.31 - \$15.02 PER HOUR**

J O B D E S C R I P T I O N:

This part time teaching position is an opportunity to bring the joy of singing to the lives of performers of all ages. The instructor plans, prepares, instructs voice classes and may participate in summer camp programs. The potential schedule will be discussed in the interview process.

EXAMPLES OF DUTIES *(These duties are a general description and are not all-inclusive)*

- *Prepare music appropriate for various skills and ages*
- *Providing age appropriate instruction to participants*
- *Interact with participants; encouraging self-esteem, and personal growth through music and voice*
- *Communicate with supervisor on classroom needs*
- *Attend periodic staff meetings*
- *Provide feedback to parents of young participants*

SUPERVISION EXERCISED AND RECEIVED

Under the general supervision of the Arts Recreation Supervisor II, the instructor may supervise a part-time aide and/or volunteer in a classroom situation in daily activities.

MINIMUM QUALIFICATIONS

- *Must have one school year experience in teaching, or in recreation; experience volunteering in the schools or other programs will be considered*
- *Knowledge of voice terms and possess the ability to convey that information to others*
- *Strong classroom management skills*
- *Willingness to comply with suspected child abuse reporting (1166.5 PC).*
- *Must have excellent communication skills and be able to communicate with children and adults from a variety of cultural backgrounds*
- *Must be able to work independently and reliably complete tasks in a timely manner and within established budget*
- *Must submit verification of legal right to work in the United States within 72 hours of beginning employment*
- *Must establish and maintain a creative classroom environment*
- *Must be able to establish and maintain productive relations with and positive attitudes towards others*

DESIRABLE QUALIFICATIONS

- Associate of Arts degree in Music/Voice or other related field
- Ability to work independently
- Knowledge and skills in specialized subject areas
- Combination of prior teaching experience (paid/volunteer) and education in Arts, Crafts or allied fields
- Certificate in Adult/Child CPR & First Aid from American Red Cross, American Heart Association or approved equivalent is required

SELECTION PROCESS

Qualified applications will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations will include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

APPLICATIONS MAY BE OBTAINED AT: City of Fremont
Recreation Services Department
3300 Capitol Avenue, Building B
Fremont, CA 94537-5006

Or at any City of Fremont Recreation Services Facility
Or online: <http://www.fremont.gov/DocumentCenter/Home/View/37>

FOR SPECIFIC QUESTIONS REGARDING THIS POSITION CALL (510) 494-4322

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WE DO NOT DISCRIMINATE ON ANY BASIS.**

The Recreation Services Department will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or an implied contract.

FINGERPRINTING & TB TEST ARE REQUIRED FOR THIS POSITION

03/08/13